Using Express Purchase Orders

Exercise 1: Create an Express PO with One Line, One Schedule, and One Distribution.

Steps	Directions	Comments
BEFORE STARTING THE EXERCISE, PLEASE MAKE SURE THAT YOU ARE IN THE TRAINING ENVIRONMENT: https://www.connectnd.us/psp/ndrt/?cmd=login. Use your regular User ID and password.		
1.	**Navigation:** *Purchasing → Purchase Orders → Add/Update Express POs*	*An Express PO is very similar to a regular PO. The screens are simplified for quick and easy entry of a PO without many lines.* *You would not want to use an Express PO for bigger or more complicated purchase orders.*
2.	On the "Add a New Value" Page Verify **Business Unit (BU)** Keep **Purchase Order** as **(NEXT)** Click Add.	Click to search BU (if needed). The Purchase Order number should default in as NEXT. DO NOT change or overwrite this information.
3.	**Express Purchase Order Page** Enter the vendor number in the Vendor ID field, or Click on **Vendor Search** and search for a vendor by Name 1 or Short Name. Click 'Search'. Check the box that corresponds to the vendor you want. Click 'OK'.	
4.	Click on **Vendor Details** to verify the correct address. Use the look-up feature on the Location to find the correct address for your PO. Click OK.	*It is necessary to check the address of the vendor because it may default to "Choose the Correct Address/Location" on your PO.*
5.	Enter yourself as a buyer by using the look-up feature to find the value.	*Some of the defaults may fill in based upon the Buyer Setup.*
6.	Enter a PO Reference to describe the purchase or the project it is being purchased for. For this exercise, you may just want to enter "Create Express PO"	*The PO reference field can be used to track purchases for a particular product, service, or program.*
7.	Click the **Header Details** hyperlink. *PO Details:* • Verify **PO Type** (leave as GEN) • Verify the **Billing Location** • Select correct **Origin** if it didn't fill in upon selecting the buyer. Use the look up icon to find the values for your agency. • Verify that the **Tax Exempt ID** is correct and selected. *Currency:* The Currency information should be reviewed and left unchanged.	*The **origin code** must be accurate for the approval workflow to process correctly.*

Steps	Directions	Comments
	Process Control Option: • The **Acknowledgements required for** box should show "Not required." • Verify that the **Dispatch** box is checked and the **Method** = Print. • **Accounting Date:** Current Date – do not change. • **Accounting Template:** STANDARD or leave blank. Click OK to return to the Express Purchase Order page.	*After the first couple of times, buyers should not have to go in and verify this screen each time they do a PO. But, be sure that **the correct origin code** and accounting date is used for each PO, and that can be changed on this screen.*

8.	Click the **PO Defaults** hyperlink.
	• Verify that the "**Override**" button is selected under Default Options.
	• Fill in any fields on this page that will pertain to each line of your purchase order, such as:
	  ○ Category or unit of measure
	  ○ The Ship To location
	  ○ A SpeedChart (see note on the right)
	  ○ Or any other accounting information each line has in common.
	• Enter today's date as the Due Date.
	• Click 'OK.'
		NOTE: The only place you can enter a **SpeedChart** in an Express PO is on the PO Defaults page!

9.	Click the **Add Comments** hyperlink. You may enter anything on this screen to address comments on the PO header. You have options depending upon which box you check: • Send to Vendor – the comments will appear on the dispatched PO. • Shown at Receipt – the comments may be addressed to whoever does the receiving for your agency. • Shown at Voucher – the comments here will appear in the PO voucher under the **View Source PO/Receiver Information** hyperlink and **PO/Receipt Comments.** • Click 'OK.'	*Note that the hyperlink name changed to "**Edit Comments**."*
10.	Move to the section called **Lines**. • You may ignore the field called 'Item.' • **Description** - Type a description of the item you are purchasing. Fields are limited to 250 characters. • **PO Qty** – Type the quantity you wish to purchase. • **UOM** (Unit of Measure) – This will default from the defaults page once the Refresh button is clicked. If it is different than the default value or if you didn't enter a UOM in the defaults, select a value here. • **Category** – This will default from the defaults page once the Refresh button is clicked. If it is different than the default value or if you didn't enter a Category in the defaults, select a value here by using the magnifying glass. Enter a short description of the item, such as "towel" and click Look Up. Select the category you need from the Search Results. **Note**: You cannot enter the price or amount at this point. The price will be entered in Step 12.	*If your description is larger than 250 characters, click the Line Comments icon. This is also limited to 250 characters, but you can add as many line comments you need by clicking on the + sign by the yellow Inactivate button.*

Steps	Directions	Comments
11.	Click on the Line Details icon to the **left** of the Item field. • Click on the arrow next to **Receiving** to expand those fields. • If the drop-down box says "Receiving is Required," you must change it to "**Receiving is Optional**." • Click "**OK**."	*New with 9.0 version.*
12.	Click **'Expand All'** to see more lines for entering. The Schedule and Distribution lines will be displayed now. **Schedules** Verify that the Due Date, Ship To, and PO Qty fields are filled in. Enter the price per item here. Click Refresh to populate the Amount field. Decide whether you want to distribute costs by quantity or amount from the drop-down box.	
13.	**Distributions** Many of these fields may have filled in automatically from the **PO Defaults** link. Verify the following required fields: • GL Unit • Account • Oper Unit • Fund • Dept • Class • Location Additional fields if your agency uses projects: • PC Bus Unit • Project • Activity • Category • Subcategory Make any changes necessary.	**Important Note**: If the account number **888887** appears here, it is because the category you chose on the Line is an inventory item. This account number automatically overrides any defaults you entered, even though it is an invalid number. You must change this field to the correct account number. **Remember** - SpeedCharts cannot be entered on the distribution line in Express PO.
14.	Click the **Add Ship To Comments** hyperlink.	
15.	**PO ShipTo Comments** On this page you can add any instructions for the shipping or delivering of the item. 1. In the drop-down box next to "Ship To", select the location your comments pertain to. 2. Enter your comments in the box provided. There is a maximum of 250 characters allowed. 3. Like for the Header comments, select from the following boxes to have these comments show up: a. Send to Vendor b. Shown at Receipt c. Shown at Voucher	*In this exercise, there should only be one schedule and one Ship To location used.*
16.	Make sure that the box beside '**Hold From Further Processing'** is **NOT** checked.	

Steps	Directions	Comments
	Click Save. A PO number will be assigned by the system.	Record this PO number here: _________
17.	**Budget Check PO** Now your PO needs to be budget checked to see if the accounting information is accurate and to encumber these funds against your agency's budget. Click the icon next to **Budget Status** in the upper right corner of your screen. If you see the word "Processing" in red flash at the top of the screen, that means the system is still busy budget checking. Do not do anything to the PO while that message appears. When the **Budget Status** says "Valid", your PO is budget checked and ready to be approved.	*If you receive an error message or if the budget status remains 'Not Checked,' notify your agency's PO Administrator.*
18.	**Approve Amounts** **Navigation:** *Purchasing → Purchase Orders → Approve Amounts* You may be taken to the correct screen automatically if you go to this navigation straight from the PO main page. If your PO does not show up on the **Purchase Order Amount Approval** screen, follow these steps: • 'Find an Existing Value' – • Make sure your business unit and SetID fills in correctly. • Enter your PO number you recorded in step 18.	*You can only approve one PO at a time*.
19.	Verify that the word "Approve" shows up in the **Approval Action** box. Click Save. The **Approval Status** should change from "Initial" to "Complete."	**Note:** For training purposes, your security should be set up to approve all your own purchase orders and requisitions in one step. In the live PeopleSoft system, some buyers may have to do the initial approval only and put the PO into workflow or a final approver. That is covered in the Final Approvers Checklist.
20.	If you want to see how the purchase order will look when it is printed, click on the yellow button View Printable PO.	
21.	You will be taken to the Process Monitor. Look for the Process Name "POPO005". Click the Refresh button every 30-60 seconds until the '**Run Status**' says "Success" and the '**Distribution Status'** says "Posted."	
22.	Click on the **Details** hyperlink. Then click **View Log/Trace**. In the middle of the next screen under File List, Name look for a PDF file beginning with "POPO0005." Click on that link. This is how your purchase order will look when it is "dispatched," or printed. Note how everything you entered is now appearing:	*This preview of the PO is a new feature with PeopleSoft 9.0. It is meant to be a preview only and so the signature will always show as "Unapproved." This is a safety measure so that this view cannot be sent to the vendor without further approval and/or dispatching.*

Steps	Directions	Comments
	• Buyer's name • Ship To address • Bill To address (may be different in some agencies) • Your item description, quantity, price, and amount. • Your Header Comment prints first, then your shipping comment. If you scroll to the bottom of the pdf screen, you will notice that is says "**Unauthorized**." The approver's name will appear her after the dispatching process, but not until then. Close the screen. If something is incorrect, you can still go back and fix the PO at this point. Depending upon what you change on the PO, you may have to budget check it again before dispatching.	
23.	<u>Printing the Purchase Order</u> Printing is called "dispatching" in PeopleSoft Purchasing. **Please complete training exercises 1 and 2 on Dispatching to print your purchase order**.	*For a quick review on entering Express POs, see the checklist at:* http://www.nd.gov/spo/connectnd/docs/express-pos.pdf.

Exercise 2: Create an Express PO with One Line, Two Schedules, and Multiple Distributions.

Steps	Directions	Comments
1.	**Navigation:** *Purchasing → Purchase Orders → Add/Update Express POs*	
2.	On the "Add a New Value" Page Verify **Business Unit (BU)** Keep **Purchase Order** as **(NEXT)** Click Add.	Click to search BU (if needed). The Purchase Order number should default in as NEXT. DO NOT change or overwrite this information.
3.	**Maintain Purchase Order Page** Enter vendor number 0000076945 in the Vendor ID field, or Click on the magnifying glass for that field. If Titan Machinery Constrctn Div - Bismarck appears in the Search Results, click on the blue hyperlink on that page. You will be taken back to the main PO screen.	Use Titan Machinery Constrctn Div - Bismarck, vendor #0000076945 for this particular exercise.
4.	Click on **Vendor Details** to verify the correct address. Notice that the address appears as "CHOOSE THE CORRECT LOCATION." When you see this message, it means that the vendor has more than one address/location to choose from. Use the look-up feature on the Location to find the correct address for your PO. In this exercise, select "PO,REMIT – BISMARCK." Click OK.	*It is necessary to check the address of the vendor because it may default to "Choose the Correct Address/Location" on your PO.*
5.	Enter yourself as a buyer by using the look-up feature.	*Some of the defaults may fill in based upon the Buyer Setup.*
6.	For this exercise, enter a PO Reference of "**Express PO**".	
7.	Click the **Header Details** hyperlink. • Verify the billing location and address. • Verify that the correct Origin Code fills in. • The other fields should default in correctly and should not need any changes. • Click OK.	*The **origin code** must be accurate for the approval workflow to process correctly.*

8.	Click the **PO Defaults** hyperlink.
	• Verify that the "Override" button is selected under Default Options.
	• Fill in any fields on this page that will pertain to each line of your purchase order, such as:
	  ○ Category or unit of measure
	  ○ The Ship To location
	  ○ A SpeedChart
	  ○ Or any other accounting information each line has in common.
	• Enter today's date as the Due Date.
	• Click 'OK.'
		NOTE: The only place you can enter a **SpeedChart** in an Express PO is on the PO Defaults page!

9.	Click the **Add Comments** hyperlink. You may enter anything on this screen to address comments on the PO header. You have options depending upon which box you	

Steps	Directions	Comments
	check: • Send to Vendor – the comments will appear on the dispatched PO. • Shown at Receipt – maybe the comments are addressed to whoever does the receiving for your agency. • Shown at Voucher – the comments here will appear in the PO voucher under the **View Source PO/Receiver Information** hyperlink and **PO/Receipt Comments.** • Click 'OK.'	*Note that the hyperlink name changed to "**Edit Comments**."*
10.	Move to the section called **Lines**. • **Description** – Enter any description you like. Fields are limited to 250 characters. • Enter **PO Qty** of **4**. • **UOM** (Unit of Measure) – Enter **EA.** • **Category** – This will default from the defaults page once the Refresh button is clicked. If it is different than the default value or if you didn't enter a Category in the defaults, select any value here. • Click **Expand All**.	*If your description is larger than 250 characters, click the Line Comments icon . This field is also limited to 250 characters, but you can add as many line comments you need by clicking on the + sign by the yellow Inactivate button.*
11.	**Schedules** ***For Line Item 1:*** *Schedule 1:* Verify Due Date, Ship To, and Quantity. For this exercise, change the **PO Qty** from 4 to **2**. Enter a **price** of **$100.00.** Click Refresh.	*You may receive a warning message that the quantities do not match between the Schedule page and the Main page. Just Click "Yes" to keep the new value.*
12.	Add a second schedule to Line 1 by clicking the + sign on the far right side of the schedule line, the one above the blue distribution line. A Script Prompt box will appear asking how many rows you wish to add. Enter "1" and click OK.	
13.	*Schedule 2*: Enter different Ship To location, keep the same Due Date as in Schedule 1, verify that the PO Qty of 2 carried forward, and verify the Unit Price (Should be the same as Schedule 1).	
14.	Click the **Expand All** link again. You should now see **both** schedules and their distributions all displayed on the same page. Verify the accounting values, especially the account number to make sure it did not change.	*You cannot use SpeedCharts on the distribution lines of Express POs.*
15.	Click Save.	Record this PO number here: _________
16.	Click the hyperlink **Add Ship To Comments** just above the Save button. • In the Ship To drop-down box, choose from one of the Ship To Locations listed. • Type in, "**Just Checking**". • Add a new row by clicking the + button next to	

<table>
<tr><th>Steps</th><th>Directions</th><th>Comments</th></tr>
<tr><td></td><td>“Inactivate.”
Follow the same procedures for the other Ship To location.
Check all three boxes to send to vendor, show at receipt, and show at voucher.
Click OK, then SAVE again.</td><td></td></tr>
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Now your PO needs to be budget checked to see if the accounting information is accurate and to encumber these funds against your agency’s budget.
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Navigation: Purchasing → Purchase Orders → Approve Amounts

You may be taken to the correct screen automatically if you go to this navigation straight from the PO main page. If your PO does not show up on the Purchase Order Amount Approval screen, follow these steps:
‘<u>Find an Existing Value</u>’ –
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Please complete training exercise 2 on Dispatching to print your purchase order.</td><td></td></tr>
<tr><td>22.</td><td>This concludes training exercise on Express POs. For more complicated purchase orders, please use the screens for Regular POs.</td><td></td></tr>
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